



Examination

California State Lands Commission

The California State Lands Commission guarantees equal opportunity to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, political/religious opinion, or discrimination filing.

It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

ASSISTANT CIVIL ENGINEER

THIS IS AN OPEN EXAMINATION – STATEWIDE

FINAL FILING DATE: Continuous

HOW TO APPLY: Standard State application (Form 678) must contain an original signature. **Faxed applications will not be accepted.**

Submit applications to:
California State Lands Commission
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202
Attn: Personnel

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

NO WRITTEN TEST REQUIRED

QUALIFICATIONS APPRAISAL PANEL INTERVIEW: Applications will be accepted on a continual basis and interviews will be held as warranted by the needs of the Commission.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the Qualifications Appraisal Panel Interview.

Interviews will be scheduled in Long Beach and/or Hercules.

SALARY RANGE: \$4,899 - \$5,951 per month

THIS IS AN OPEN STATEWIDE EXAMINATION. Applications will not be accepted on a promotional basis.

COMPETITION RESTRICTION

Competitors who are eliminated for not meeting the minimum qualifications as stated on this examination bulletin may reapply when the entrance requirements are met. Unsuccessful competitors who do not attain a minimum rating of 70% must wait 12 months from the date of disqualification before reapplying. Successful competitors establishing list eligibility for 12 months are restricted from reapplying again during the 12 month eligibility period indicated on your notice of eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the entrance requirements for this examination.

Experience: Either

One year of experience in the California state service performing the duties of a Junior Civil Engineer. **OR**

Two years of civil engineering experience. (A Master's Degree in Civil Engineering may be substituted for the required experience.) (Applicants who are pursuing graduate work toward a master's degree will be admitted to the examination, but must receive the degree before they will be considered eligible for appointment). **AND**

Education: Equivalent to graduation from college with major work in civil engineering. (Possession of a valid certificate as an Engineer-in-Training issued by the California State Board of Registration for Professional Engineers or issued by another jurisdiction and accepted by the California Board in lieu of the first division of the examination as a professional engineer may be substituted for the required education.)

THE POSITION

Under direction, to perform field or office civil engineering work of average difficulty; and to do other related work.

TYPICAL TASKS

Prepares specifications and estimates for various types of construction projects, including buildings, bridges, roads, wharves, piers, dams, aqueducts, levees, ditches, retaining walls, and similar structures; prepares maps, plans, charts, and diagrams; plans and directs the work of survey parties; makes foundation studies and lays out water mains, sewers, sewage structures, disposal plants, and drainage systems; inspects structures under construction; inspects structures and estimates cost of repairs; determines the hydraulic properties of steam channels and hydraulic structures, analyzes hydrologic data to determine flood frequencies, unit hydrographs and the characteristics of water quality, precipitation, stream flow, and ground water; writes memoranda and prepares reports; may act as lead person over a group of subordinates.

POSITION(S) MAY EXIST IN LONG BEACH AND THE SAN FRANCISCO BAY AREA.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

QUALIFICATIONS APPRAISAL – WEIGHTED 100%

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

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GH50/3126 EXAM CODE: 10386BH

FINAL FILING DATE: Continuous

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From TDD phones: 1-800-735-2922
From voice phones: 1-800-735-2929

SCOPE:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Principles and practices of civil engineering;
2. Surveying, hydraulics;
3. Stress analysis and design of simple structures;
4. Strength, properties, and uses of the materials of engineering construction;
5. Common descriptions of real property;
6. Hydrology;
7. Engineering mathematics.

B. Ability to:

1. Do mapping and drafting;
2. Prepare detailed plans and specifications;
3. Inspect construction projects and supervise survey parties;
4. Analyze situations accurately and take effective action;
5. Maintain friendly and cooperative relations with those contacted in the course of work;
6. Prepare clear and concise reports.

ELIGIBLE LIST: Names of successful competitors are merged onto the list in order of final scores regardless of date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference will be granted in this examination.
Career Credit Points will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Lands Commission Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the State Lands Commission Personnel Office at (916) 574-1910 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department and the State Lands Commission.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the services if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional; 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application which is available from the State Personnel Board offices or written test proctors.

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